

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 8051 authorizing execution of a two-year Contract with Synergy Building Services for custodial services at the Bellevue Service Center Operations Area, in an amount not to exceed \$69,744 with the option to renew for an additional two years for a total contact amount of \$144,672, plus taxes if applicable..

FISCAL IMPACT

This action obligates the City to pay up to \$69,744 for Custodial Services at the Bellevue Service Center Operations Area through 2015 with the option to renew for an additional two years. Total obligation through 2017 would be \$144,672. This expenditure was anticipated within the 2013-14 adopted budget and sufficient funds are available in the Facilities Services Fund. Future funding will be requested as part of the 2015-2016 budget process.

STAFF CONTACT

Nora Johnson, Director 452-4167
Earl Meldahl, Facility Services Manager 452-6153
Paul Bartelmes, Facility Superintendent 452-6152
Civic Services Department

POLICY CONSIDERATION

City Purchasing Policies:

Bellevue City Code (BCC) 4.28.010 provides for the fair and equitable treatment of persons in the purchasing process. Because the amount of the expenditure exceeds \$50,000, Council approval is required.

City of Bellevue Contracting Policy:

The City of Bellevue's procurement policy for General Services requires a public Request for Proposal (RFP) process. General Services include services such as landscape maintenance, building and janitorial services, etc. BCC 4.28.190 supports the evaluation criteria for determining lowest responsible bidder.

BACKGROUND

Custodial services are a critical part of keeping facilities clean and safe, extending the life of assets and providing for a healthy workplace.

The Bellevue Service Center (BSC) is a 144,000 square foot, secured Operations and Maintenance facility and home to almost 200 field staff from four city departments providing critical maintenance services to the citizens of Bellevue. The building is comprised of maintenance areas, storage, warehouse, office space, and conference rooms. The 11,000 square foot administration portion of the facility is maintained under a separate contract with a sheltered workshop per RCW 39.23.020. The remaining 133,000 square feet is the subject of this contract.

The Department advertised for and performed an extensive RFP process for BSC janitorial services with an alternate bid for hard floor maintenance. Evaluation criteria for the RFP included service costs, experience with similar buildings, expected hours of service and overall staff qualifications. Once a list of finalists was identified, reference checks and site visits were performed.

Five proposals were submitted; however, three vendors submitted incomplete packets and were disqualified. Each of the two finalists' submittals was reviewed by a selection panel comprised of members of the Facilities management team. Their proposals were evaluated based on the criteria matrix provided in the RFP.

	<u>2 Year</u>	<u>4 Year</u>
• Synergy Building Services	\$69,744	\$144,672
• Buena Vista Services Inc.	86,225	172,450

Synergy Building Services was selected because they best met the criteria of experience with similar buildings, providing well qualified staff, meeting the expected hours of service, and are competitively priced. A two-year contract for custodial service and hard floor maintenance at \$69,744 with Synergy Building Services would result in a savings of \$11,256 over the 2012-2013 price. The total obligation through 2017 reflects a savings of \$17,328 over the four-year 2010-2013 contract.

EFFECTIVE DATE

If adopted, this Resolution will become effective immediately and the contract will be effective January 01, 2014.

OPTIONS

1. Adopt Resolution No. 8651 authorizing execution of a two-year Contract with Synergy Building Services for custodial services at the Bellevue Service Center Operations Area, in an amount not to exceed \$69,744 with the option to renew for an additional two years for a total contact amount of \$144,672, plus taxes if applicable.
2. Do not adopt Resolution No. 8651 and provide alternative direction to staff.

RECOMMENDATION

Adopt Resolution No. 8651 authorizing execution of a two-year Contract with Synergy Building Services for custodial services at the Bellevue Service Center Operations Area, in an amount not to exceed \$69,744 with the option to renew for an additional two years for a total contact amount of \$144,672, plus taxes if applicable.

MOTION

Move to adopt Resolution No. 8651 authorizing execution of a two-year Contract with Synergy Building Services for custodial services at the Bellevue Service Center Operations Area, in an amount not to exceed \$69,744 with the option to renew for an additional two years for a total contact amount of \$144,672, plus taxes if applicable..

ATTACHMENTS

Resolution No. 8651

AVAILABLE IN COUNCIL OFFICE

Contract for custodial services at the Bellevue Service Center Operations Area

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 365

A RESOLUTION authorizing execution of a two-year Contract with Synergy Building Services for custodial services at the Bellevue Service Center Operations Area, in an amount not to exceed \$69,744 with the option to renew for an additional two years for a total contact amount of \$144,672, plus taxes if applicable.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES
RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a two-year contract with Synergy Building Services, for custodial services at the Bellevue Service Center Operations Area, in an amount not to exceed \$69,744 with the option to renew for an additional two years for a total contract amount of \$144,672, plus taxes if applicable, a copy of which contract has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2013,
and signed in authentication of its passage this _____ day of _____,
2013.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk